



2019 Eco Awards Information for Schools Thursday 23rd May 2019 East of England Showground

Important information about the day please read carefully and get in touch if you have any questions. Please complete the registration form and return by 29th April 2019 if you would like to attend.

The day will be focused on celebrating what the pupils have achieved and giving them the opportunity to meet and share ideas with their peers as well as learn some new things from each of our four activity zones.

Provisional Event Timetable

Start Time	Length of Session	Activity
09.30	30 mins	Schools arrive to set up displays/presentations & Registration
10.00	10 mins	Welcome & Introduction
10.10	30 mins	Activity 1 (in allocated zone)
10.40	30 mins	Activity 2 (in allocated zone)
11.10	20 mins	Break
11:30	30 mins	Activity 3 (in allocated zone)
12noon	30mins	Activity 4 (in allocated zone)
12.30	30mins	Lunch
13.00	60mins	Project Presentations & Judging
14.00	15mins	Voting
14.15	15mins	Clear up time
14.30	30mins	Final Presentations & Photos
15.00		Farewell

Information about the Event

The event is at The East of England Showground, and will be in the education area of the site. From the Dunblane Drive entrance follow the signs which will direct you to the parking facilities and parking/drop off to the event. Please be aware that there is also another event taking place at the same time, so do not try to enter from any other entrance. You can bring a maximum of 6 pupils and up to 2 adults. However, if you are bringing pupils with additional needs who need individual support let us know and we will be able to accommodate.

Transport

- Please use Sustainable Transport where possible
- If you are coming in a school mini bus which needs to be parked during the event, please let us know on your registration form.
- Access to the event can ONLY be made via Dunblane Drive which is off Newcombe Way, Orton Southgate. (Please see map in your confirmation pack)

Displays	
Project	<p>The idea is to share or celebrate a project/s you have been working on in school this academic year. It should fit in with one or more of the Eco Charter themes.</p> <p>The project doesn't need to be finished, it could even be a project which you have been developing and only just started work on.</p>
Display Space	<p>We will provide each school with a table and table top display boards (3 connected boards which are each 3x2ft in dimension). Please bring anything else you need with you.</p> <p>This year the presentations will be set up in a marquee so please bear this in mind when planning what to bring.</p>
Your Display	<p>Please avoid "Eco Bling", the idea is NOT that you buy things or make it the glitziest display ever. Where possible try to reuse pictures/work etc from displays you may have had up in school about the project. It should reflect the project and work done by the children; where appropriate the pupils should have helped put it together, remember the main purpose of the display is to let everyone know about the project and the students amazing work.</p> <p>You will be sharing your displays with the organisations involved on the day, our sponsors and judges, as well as with the other attending schools.</p>
Anything Goes	<p>Well almost, you will have a small amount of space on the table to display items which are part of your project, so that might be produce from your garden, baking, models or a laptop with pictures.</p> <p>You will only have approx. 15/20mins to set up and take down your displays.</p>
Laptops	<p>If you wish to use a laptop as part of your display, you will need to provide this.</p> <p>There are no power sockets available so please bring a laptop with a good battery life.</p>
Other Information	
Fees	<p>This event is free for all our Eco Charter Schools as part of the membership you have subscribed to. If you are not part of the Eco Charter we would still like you to be part of the day but there will be a small cost of £2.40per student, teachers/accompanying staff are free. This cost will be invoiced to schools upon a completed registration form.</p>
Refreshments & Lunch	<p>Tea/coffee for teachers will be provided in the morning and fruit will be made available to the students at break time. We advise everyone to bring a drinks bottle with them, water will be available for them to refill as necessary.</p> <p>Pupils and teachers should bring a packed lunch. (waste free where possible)</p>
Accessibility	<p>The main areas being used for the event are outdoors and will be on uneven ground. If you should have any specific needs or requirements, please indicate these on your registration form.</p>
Outdoors	<p>The whole event will be held outdoors with limited indoor space. Please come prepared for the weather!</p>

Activities	<p>There will be various activities for the students to get involved before the formal presentations and awards; these will be provided by a range of organisations from Peterborough and the surrounding area. We are expecting some brand-new partners this year which will ensure that the event continues to be fresh and engaging for your pupils. As part of the new format there will be 4 zones with 2 activities in each, students will spend 30minutes in each zone which will offer fun, interactive things to get involved with.</p> <p>There will be the opportunity to visit the bee hives, take part in some honey tasting and engage with some goats. Therefore, if your students have any allergies or special requirements we need to be aware of please let us know on your booking form.</p> <p>Following lunch our sponsors, distinguished guests and organisations will be visiting each of the projects and speaking to the students about what they have done. There will also be time to see each other's projects before making the final votes. Each pupil will have a copy of the event brochure and this year it will have spaces for them to jot down notes about other schools.</p> <p>While the votes are being counted schools will have time to take down their displays before getting ready for the final presentation of awards. Weather permitting this will also be held outside.</p>
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Judging and Awards

Students will get to vote for the Student Choice Awards (one for schools and one for the organisations they have taken part in activities with on the day), with the Eco Factor Award being decided by the judges as they visit the project presentations.

This year we will continue with the Eco Ambassador Award, which will be on a nomination from school basis. All nominated students will receive a certificate with the overall winner receiving a prize. Please get your nominations in as early as possible, this will be open slightly longer than registrations until the 10th May 2019. (Nominations received after this date will not be considered.)

ECO CHARTER SCHOOLS ONLY - Eco Charter Theme certificates will be awarded on the day for those you have indicated on your registration form. Student certificates will be emailed to the school contact as you may wish to reward a wider group of students to those in attendance on the day. I may contact you in advance to understand what you have been working on as part of the project prior to the event. If you believe you have achieved 5 themes and are applying for your Eco Plaque, please indicate this as shown on the registration form – I will need to confirm this and have a conversation to verify prior to this being awarded. Again, if you have any questions please indicate these on your registration form.

Finish

We will finish at 15.00 which is slightly later than normal.

If you have any questions either now or nearer the time, please get in touch, we want this to be a fun and enjoyable day for everyone, including the teachers!

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